



## Suffolk County Department of Social Services FCSA Child Care Bureau

### DOCUMENTATION REQUIRED FOR CHILD CARE ELIGIBILITY DETERMINATION

#### **Proof of Identity**

The immigration status of the parent(s) does not affect eligibility. Each parent/legally responsible relative/caretaker must submit proof of identity. Provide a copy of one of these documents as proof of identity:

- Driver's License
- Department of Motor Vehicle Non-Driver identification card
- Passport
- Permanent Resident Card
- Certificate of Naturalization
- Employment Authorization Card

You must verify birth for ALL of your children under age 18.

- Copy of Birth Certificate
- Social Security Numbers for all family members (optional)

#### **Proof of Legal Residence in the United States for each child for whom you are requesting child care**

Eligibility is based on the child's residence status. The child either needs to be a citizen or legal resident.

Provide copy of one of these documents as proof of legal residency for each child requiring child care.

- Copy of U.S. Birth Certificate
- United States Passport
- Permanent Resident Card
- Certificate of Naturalization

NOTE: Children residing in your household who do not have legal status in the United States can be included in your household with proper documentation, but will **not** be eligible for child care.

#### **Proof of Income and Benefits**

To show you qualify, you must verify all income and benefits for your family. The ***CCB-6010-04 Confidential Inquiry on Employment*** needs to be completed by your employer and submitted along with copies of your last 12 weeks of pay stubs. **OR**, you must provide a statement from your employer telling us the days and hours of your work schedule and your hourly wages, along with copies of your last 12 weeks of pay stubs. (NOTE:

If you are starting a new job or have only recently begun working and do not yet have 12 weeks of pay stubs, have your employer complete the **CCB-6010-04 Confidential Inquiry on Employment** or provide a written statement telling us your start date, days and hours you will be working and your hourly wages, along with copies of any pay stubs received.)

If you are self-employed, complete **CCB-6010-005 Self-Employment Worksheet** with supporting documentation and your most recent income tax return.

If you receive child support, complete **CCB-6010-003 Absent Parent Information Form** and provide verification of child support income for all of the children in the home, such as the support order, divorce decree, letter from attorney, etc.

If you are receiving Social Security, SSI, or Disability Benefits, provide copies of checks, current award letter or SSA Form 245B.

If you are receiving Unemployment Insurance, provide benefits rate letter/verification of your current benefit.

If you are receiving rental Income, provide a copy of the lease agreement, cancelled checks, or a statement from the boarder.

#### **Proof of Suffolk County Address and Household Composition**

Have your landlord or other professional person who knows you and your family complete **CCB-6010-002 Verification of Residence Form**, verifying your address and your household composition.

#### **Reason for Needing Care**

If your family meets the income requirements, you will also need to demonstrate at least one reason for child care in order to qualify for a child care subsidy:

- You are attending school or vocational training and working at least 17.5 hours per week. If you attend classes at least 20 hours per week at a high school or GED program or a two-year college, complete **Form CCB-6010-006, School / Vocational Training Form**.
- You are working earning at least minimum wage. You will need to provide proof of employment and wages paid (see section above title "Proof of Income and Benefits").
- You have a disability that prevents you from caring for your child. You will be required to provide medical documentation stating your diagnosis, prognosis, and why you need child care services (for example, to enable you to attend medical appointments, received needed treatments, etc.)